



**UNIVERSITY OF
CALGARY**

**OFFICE OF THE
ASSOCIATE DEAN (GRADUATE)**

**THESIS-BASED
STUDENT HANDBOOK**

2025-2026

THESIS-BASED STUDENT HANDBOOK

Table of Contents

1.0	Office of the Associate Dean (Graduate).....	- 3 -
1.1	Associate Dean (Graduate).....	- 3 -
1.2	Administrative Support	- 3 -
2.0	Thesis-Based Graduate Degree Programs - Overview.....	- 3 -
2.1	Master of Science (M.Sc.).....	- 4 -
2.2	Doctor of Philosophy (Ph.D.).....	- 4 -
3.0	Checklist of Expectations for Graduate Student and Supervisor.....	- 5 -
4.0	General Fees and Expenses and Thesis-Based Tuition	- 5 -
4.1	Tuition Fees, General Fees and Expenses, Graduate Students' Association (GSA).....	- 6 -
4.2	Description of Type of Tuition Fees Paid Per Year of Program.....	- 6 -
5.0	Registration Information	- 6 -
5.1	Deadline for Online Registration and Payment of Fees on the Student Centre	- 6 -
5.2	Coursework	- 6 -
5.3	Registering in Coursework in another Faculty or Auditing Courses	- 8 -
5.4	Special Topics and Directed Study Courses	- 8 -
5.5	Passing Grade Requirements	- 8 -
6.0	Seminars and Journal Clubs.....	- 8 -
7.0	Financial Support.....	- 9 -
7.1	Policy.....	- 9 -
7.2	Recognition of Scholarships and Awards.....	- 9 -
7.3	Program-Specific Awards	- 9 -
7.4	Graduate Assistantship (Teaching).....	- 9 -
7.5	Other Internal Scholarships	- 10 -
7.6	External Scholarships	- 11 -
7.6.1	Eligibility.....	- 11 -
7.6.2	Compliance	- 11 -
7.7	Tri-Council - CIHR, NSERC and SSHRC - Canada Graduate Scholarships (CGS) and Post-Graduate Scholarships (PGS) - 11 -	
7.7.4	Other Tri-Council Scholarships.....	- 12 -
7.8	PROVINCIAL - Alberta Innovates Graduate Student Scholarships Program https://grad.ucalgary.ca/awards/award-opportunities/alberta-innovates	- 12 -
7.9	Post-Program Nominations	- 12 -
8.0	Graduate Supervision and Supervisory Committees.....	- 13 -
8.1	Supervisors	- 13 -
8.2	Supervisory Committees	- 13 -
8.3	Functions of the Supervisory Committee	- 14 -
9.0	Change of Program or Status.....	- 14 -
9.1	Transfers from M.Sc. to Ph.D. Program.....	- 14 -
9.2	Transfers to Biomedical Engineering or to another Graduate Program.....	- 15 -
10.0	Research Proposal	- 15 -
10.1	Deadline for Submission.....	- 15 -
10.2	Format of Proposal	- 16 -
10.3	Research Proposal Approval Meeting	- 16 -
11.0	Annual Progress Reports	- 17 -
12.0	Thesis-Based Examinations	- 18 -
12.1	Ph.D. Field of Study Examination (formerly Candidacy Exam)	- 18 -
12.2	Thesis Examination	- 18 -
13.0	Leave of Absence	- 20 -
14.0	Withdrawal from Graduate Program	- 20 -
15.0	General Information.....	- 21 -
16.0	Forms and Checklists	- 22 -

1.0 Office of the Associate Dean (Graduate)

1.1 Associate Dean (Graduate)

The ASSOCIATE DEAN (GRADUATE) provides strategic leadership to enhance excellence in graduate student education. The ASSOCIATE DEAN (GRADUATE) oversees all graduate programs in the Faculty, which includes overseeing curriculum, enhancing teaching and learning, and supporting supervisors and instructors. The ASSOCIATE DEAN (GRADUATE) also represents the Faculty of Kinesiology on Faculty of Graduate Studies Council.

The duties of the ASSOCIATE DEAN (GRADUATE) include

Overseeing graduate:

- Admission
- Funding, scholarships, and payments
- Graduate Assistant Teaching (GATs), in cooperation with the Senior Associate Dean, Academic Programs
- Curriculum development and delivery
- Policies
- Annual Progress Reports
- Exams

Providing consultation and/or mentorship to

- Graduate students
- Supervisors
- KGSA

Chairing

- Kinesiology Graduate Education Committee
- Kinesiology Graduate Awards Review Committee

And representing Kinesiology on various Faculty of Graduate Studies committees, and committees related to our graduate programs across the university.

Students and supervisors are both invited and encouraged to consult with the ASSOCIATE DEAN (GRADUATE) if they have questions or are facing challenges related to the Faculty of Kinesiology Graduate Program.

You can contact the Associate Dean (Graduate) via the Graduate Program Coordinator at

knesgrad@ucalgary.ca

1.2 Administrative Support

Advisement and support on all matters related to graduate studies is provided through the Kinesiology Graduate Program Office. The Graduate Program Coordinator can be contacted at knesgrad@ucalgary.ca

NOTE: Any requests for signature/approval of the Associate Dean (Graduate) should be directed to knesgrad@ucalgary.ca, not the individual emails of the Associate Dean (Graduate) or the Graduate Program Coordinator. This facilitates faster responses to you.

2.0 Thesis-Based Graduate Degree Programs - Overview

The Faculty of Kinesiology offers two thesis-based degree programs: Master of Science (M.Sc.) and Doctor of Philosophy (Ph.D.). Thesis-based degrees offered in Kinesiology can be completed in a number of different areas of Kinesiology depending on the interests and training of the student, and on the expertise of the supervisor(s).

All thesis-based projects are expected to include current, rigorous research training and to result in new research findings and peer reviewed publications.

The Faculty Graduate Program offers a number of regularly scheduled seminars in addition to specialized graduate courses. Students are expected to attend seminars pertinent to their discipline and are encouraged to attend other seminars for a well-rounded education. Students are encouraged to present at national and international conferences before completing their thesis-based training.

2.1 Master of Science (M.Sc.)

The M.Sc. thesis should be focused on a novel question within the student's discipline which allows the student to learn and fully appreciate the entire research process from the generation of an idea through to the final written report of their findings. Normally, the M.Sc. should be focused so that the student can complete data collection and defend their thesis within a two year time period. Students have a maximum of four years to complete their program.

- Coursework: Each student in this Program is required to complete a minimum of two graduate level half-courses: one methods course, normally KNES 611; and one analysis course, normally KNES 609 or KNES 610. Additional graduate level course work may be required and is determined by the Supervisory Committee.
- Thesis Proposal: Early in the program of studies, each student must prepare a research proposal in a standard format. This document is critically reviewed by the supervisory committee, and submitted to the Kinesiology Graduate Program Office for approval.
- Proceed to Defence approval: Prior to the supervisor being permitted to schedule a final thesis oral exam for the student, the student must submit one completed chapter of their thesis and a table of contents for the entire thesis to their committee for their review and approval. These materials must then be submitted to the Kinesiology Graduate Program Office for approval.
- Final Thesis and Oral Exam: Each student is required to write a Master's thesis and successfully defend it during an oral exam. Standard University procedures, provided by the Faculty of Graduate Studies are adhered to regarding thesis format, composition of Supervisory Committee and completion of the oral exam.

Students who enter the M.Sc. Program and make exceptional progress can apply to move directly into the Doctoral Program after completing all required coursework and within their first year of studies. This opportunity to move directly to the Doctoral Program requires a strong recommendation of the supervisory committee and approval of the Associate Dean Graduate and the Faculty of Graduate Studies. See section 9.1 for more information. Students and their supervisors considering this option are strongly recommended to consult with the ASSOCIATE DEAN (GRADUATE) early to discuss implications.

2.2 Doctor of Philosophy (Ph.D.)

The Ph.D. thesis should constitute a substantive original contribution to knowledge in the student's chosen area of interest. Students should develop their research questions in consultation with their supervisory committee and studies should be performed with the highest level of academic rigor. Students should be encouraged to become more independent as their program progresses to demonstrate that they can design, conduct and critically report original research. The Ph.D. should normally be made up of 3 individual studies that build upon previous work in complexity, scope and sophistication. Students are expected to complete their degree in 4 years. Students have a maximum of six years to complete all degree requirements. Students are encouraged to present their work at national and international conferences specific to their field of study.

- **Coursework:** Each Doctoral student is required to complete a minimum of three graduate-level half courses. If Doctoral students have not completed the required courses for the MSc program or their equivalent as part of their Masters degree, those courses must be included as part of their three course requirement. Course selection is finalized after consideration of the student's background preparation and the research topic and is at the discretion of the graduate supervisor(s) and the supervisory committee.
- **Research Proposal:** Early in this training program, each student prepares and defends a research proposal. This document is critically reviewed by the supervisory committee and submitted to the Kinesiology Graduate Program Office for approval.
- **Field of Study/Candidacy Exam:** In order to be admitted to Candidacy, the student must complete their coursework and proposal requirements noted above, and a field of study exam. In the Faculty of Kinesiology, the Doctoral Candidacy Exam includes both written and oral components.
- **Proceed to Defence approval:** Prior to the supervisor being permitted to schedule a final thesis oral exam for the student, the student must submit one completed chapter of their thesis and a table of contents for the entire thesis to their committee for their review and approval. These materials must then be submitted to the Kinesiology Graduate Program Office for approval.
- **Final Thesis and Oral Exam:** Successful completion of each Doctoral degree requires preparation of an acceptable thesis and successful defense of its contents

3.0 Checklist of Expectations for Graduate Student and Supervisor

Graduate students hold the primary responsibility for the completion of their degree. Graduate study requires independent learning, as well as constant collaboration between the student and the supervisor. In accepting admission to a graduate program, the student is agreeing to pursue studies and scholarly work on a full-time basis, under the supervision of a faculty member, to meet the regulated deadlines established by the Faculty of Graduate Studies, and to maintain open communication with the supervisor. The student must actively seek to expand their knowledge and is expected to solve problems independently, to pursue opportunities to learn specific skills and to become familiar with a body of knowledge. The ultimate goal is to produce and defend a thesis. Students are also encouraged to submit their work for publication.

The supervisor must be available for mentoring, and to provide guidance, advice and educational opportunities. The supervisor is expected to provide feedback and minor editing of the student's work on the thesis, scholarship applications, grant proposals, abstracts and manuscripts for publication. The intellectual property that is expected to result from, or is necessary for, the student's thesis work should be discussed in advance and agreed upon between the student and the supervisor.

To support communication about expectations and intellectual property early in the program, the student and the supervisor are required to meet, discuss, and complete the Faculty of Graduate Studies expectations and intellectual property [Checklists](#). Completion of this document may take several meetings, but it is expected that it will be completed and submitted to the Kinesiology Graduate Program Office no later than the end of the first semester of registration. Signatures at the end of this document indicate that these items have been discussed.

4.0 General Fees and Expenses and Thesis-Based Tuition

Tuition may be paid quarterly (by the registration deadline of Sept, Jan, May and/or July) or annually. Starting in Fall 2021, all thesis based graduate students can self-enrol in a payment plan to pay their fees in monthly

instalments. You may find instructions on how to pay fees or apply for the graduate student payment plan at <https://grad.ucalgary.ca/current-students/thesis-based-students/fees-and-funding>.

Deadlines and Dates <https://calendar.ucalgary.ca/acadsched#fall-2025-winter-20261> .

4.1 Tuition Fees, General Fees and Expenses, Graduate Students' Association (GSA).

The current year's tuition and general fee assessments are available at <https://grad.ucalgary.ca/current-students/thesis-based-students/fees-and-funding>

4.2 Description of Type of Tuition Fees Paid Per Year of Program

Students Admitted Prior to May 2021

All students in the M.Sc. degree program pay Program Fees for Year 1 of program and Continuing Fees for each subsequent year of program.

All students in the Ph.D. degree program are assessed Program Fees until the term immediately following successful completion of a candidacy exam (Spring/Summer are counted as one term). In all subsequent years, students will be assessed Continuing Fees.

Students Admitted in or after May 2021

All students pay annual tuition fees for each year of their program. These fees are consistent across the duration of the program with the exception of University negotiated fee increases.

5.0 Registration Information

5.1 Deadline for Online Registration and Payment of Fees on the Student Centre

Annual registration deadlines are set out in the Graduate Calendar <https://calendar.ucalgary.ca/acadsched#fall-2025-winter-20261>

Graduate students register annually for a period of twelve months. Regardless of whether a student is registering for coursework, they must register annually prior to their annual registration deadline. Registration ensures continuous standing in the program.

Course Registration Guide <http://www.ucalgary.ca/registration/>

Failure to register will result in automatic withdrawal from the program. A student who fails to register by the deadline but wishes to continue in the same program may reactivate their registration by completing a manual registration form and paying a reactivation fee of \$180. This must take place within four months of the registration date.

Annual Registration <https://grad.ucalgary.ca/current-students/registration/annual-registration>

5.2 Coursework

The student must confirm with their graduate supervisor which coursework to register for. Thesis-based students may take only one half-course at the 500-level to meet course requirements. Only one directed study (604 or 704) can be used to meet the course requirements, however multiple special topics courses (603 or 703) may be used. See section 5.4 for more information. Students are encouraged to take as many courses as

necessary to obtain the basic knowledge required for their research, with the following being the minimum requirements of the training program.

Consult with your graduate supervisor whether there are other courses and/or certifications that you are required to register in such as MDSC 603 Biology of Laboratory Animals, WHMIS, etc. available through <https://calendar.ucalgary.ca/programs?page=1&pg=>

M.Sc. Student Required Coursework

- One graduate-level half-course equivalent *Research Methods*
- One graduate-level half-course equivalent *Analysis*
- Graduate Supervisor/Supervisory Committee may require additional coursework in the student's area of research.

NOTE: Directed study courses (Section 5.4) may not count toward the course requirements.

The Faculty of Kinesiology offers the following courses to meet the M.Sc. Graduate Program requirements. However, all students should consult with their graduate supervisor prior to registering. Approval of alternative courses may be required by the Associate Dean (Graduate).

Fall	KNES 611 Research Methods in Kinesiology Instructor: Dr. Kathryn Schneider kjschnei@ucalgary.ca
Winter	KNES 609 Statistical Techniques in Kinesiology Instructor: Dr. Stephen West Stephen.west@ucalgary.ca KNES 610 Qualitative Research Analysis Instructor: Dr. Meghan McDonough meghan.mcdonough@ucalgary.ca

Ph.D. Student Required Coursework

- Three graduate-level half-course equivalents as selected by the Student and Graduate Supervisor.
- PhD students who completed their MSc in Kinesiology at the University of Calgary **cannot** use the analysis and research methods courses completed during their MSc towards their PhD degree requirements
- Direct entry PhD students who have not completed a graduate degree at the University of Calgary can complete KNES 609, 610, and 611 towards their degree requirements. If these students do not have an equivalent to KNES 611 and 609/610 in their Masters degree, these courses or their equivalent should be included in the three course requirement for the PhD program.
- Students who transfer from an MSc to the PhD have any coursework completed during their MSc transferred to their PhD requirements
- Graduate Supervisor/Supervisory Committee may require additional coursework in the student's area of research.

NOTE: The candidacy examination is normally held after all required coursework has been completed and the supervisory committee has approved the student's Doctoral thesis research proposal. No further coursework may be required of a student who has successfully completed the candidacy examinations. However, a student that wishes to undertake additional coursework after a successful candidacy examination may do so.

5.3 Registering in Coursework in another Faculty or Auditing Courses

Should a student wish to take a restricted course in another Faculty, take a course at the undergraduate level, or audit a course, they must contact the instructor and/or advisor for the course and program. The program may require a Change of Registration form to be filled out: <https://grad.ucalgary.ca/current-students/important-dates-and-resources/forms-and-documents> (Registration and Enrolment, Change of Course Registration form)

The completed form must be submitted to the Office of the Associate Dean (Graduate) for subsequent approval by the Associate Dean (Graduate). **The form must also be signed by the Graduate Program Director from the Department or Faculty where the course is being offered.** Please note a student may be assessed additional tuition for any course(s) that are not at the graduate level and/or any course(s) that the graduate supervisor does not require the student to take as part of their degree program.

5.4 Special Topics and Directed Study Courses

A faculty member may wish to develop a course that is not timetabled, but specific to the student's research project. There is a formal process for approval and timetabling of directed study courses. A complete course outline that includes the course components of the final grade (for example, paper, presentation, exam with percentages of final grade associated) must be submitted. Faculty members can contact the Office of the Associate Dean (Graduate) for more information.

A special topics course is a seminar/lecture based graduate course where an instructor teaches material to students. Course components may involve discussions, exams, papers, presentations, and group projects. These courses can also be used to trial new/future graduate level courses prior to formally assigning them a course number.

A directed study course is an independent study course. Typically, these are only scheduled for one student at a time and involve a student working independently on a research topic. Course components usually involve regular meetings with the course instructor/supervisor and a final project/report.

NOTE: For Ph.D. students, only one directed study (604 or 704) may be used to meet a Faculty of Kinesiology graduate student's course requirements. For M.Sc. students, directed study courses (KNES 604 or 704) cannot be used to fulfil the course requirements (research methods and analysis courses).

5.5 Passing Grade Requirements

For all graduate students, while "B-" is the minimum passing grade in any one course for students in the Faculty of Graduate Studies, a Grade Point Average (GPA) of at least 3.00 must be maintained in each year of program. A student who receives a grade of "B-" in two or more courses may be required to withdraw regardless of their overall GPA in the program.

The Associate Dean (Graduate) may recommend to the Faculty of Graduate Studies that a student be required to withdraw for lack of satisfactory progress in either course work or research. The Faculty of Graduate Studies, after consultation with the Graduate Program and/or Supervisory Committee concerned, may initiate the withdrawal of a student.

6.0 Seminars and Journal Clubs

The Faculty of Kinesiology has seminars and journal clubs in four thematic areas:

Research Themes
Movement Science and Musculoskeletal Health
Injury Prevention, Sport Medicine, Rehabilitation
Exercise Physiology and Nutrition in Health and Sport
Psychosocial Aspects of Health and Sport

Graduate students are encouraged to attend their respective research theme seminars and others of interest. Supervisors may require that graduate students regularly attend their respective seminar and/or journal club and this may be tracked and reported on a student's annual progress report.

7.0 Financial Support

7.1 Policy

A link to the Faculty of Kinesiology Graduate Student Funding Policy that applies to MSc and PhD students can be found [HERE](#)

7.2 Recognition of Scholarships and Awards

The Office of the Associate Dean (Graduate) recognizes the achievements of our graduate students. If you are awarded any type of scholarship, bursary, or honour you are required to notify the Kinesiology Graduate Program Office immediately and if possible, provide documentation.

7.3 Program-Specific Awards

The Kinesiology Graduate Program is allocated funds annually from the Faculty of Graduate Studies based upon enrolment numbers, and administers scholarships funded by other sources held in the Faculty of Kinesiology.

There is an annual Kinesiology Scholarship Application due April 1 to apply for most scholarships. Students will be notified by approximately March 1 each year when applications open.

Presentation Award

MSc and PhD students may also apply for a scholarship to present their research at national and international conferences. Awards are based on the availability of funding and have a maximum value of \$1500.00. Students are eligible for one Presentation Award per academic year in program

Maximum 2 awards per MSc

Maximum 4 awards per PhD

Application deadlines: March 1, and October 1 each year

See details for how to apply at <https://kinesiology.ucalgary.ca/future-students/graduates/fees-funding>

7.4 Graduate Assistantship (Teaching)

The Faculty of Kinesiology Graduate and Undergraduate Academic Programs award GA(T)s to qualified graduate students annually. GA(T) appointments contribute to financially supporting a student undertaking a graduate degree program while assisting with the instructional needs of a faculty. Teaching in this capacity allows graduate students to:

- (a) convey knowledge relative to their respective discipline and learn about the topic further enriching a Teaching Assistant's education;
- (b) develop and exercise leadership qualities by directly interacting with and mentoring students;
- (c) enhance oral and written communication skills such as presenting material clearly and concisely. This will directly benefit a graduate student in their presentation skills required for graduate study.

For more information regarding the regulations governing this appointment, please consult the Agreement Between The Governors of the University of Calgary And The Graduate Students' Association Graduate Assistantships (Teaching/Non-teaching) 1 January 2023 – 31 December 2028.

<https://www.ucalgary.ca/hr/sites/default/files/teams/239/gsa-ca.pdf>

GA(T) appointments are apprenticeships for academic or professional careers. Graduate student teaching is essential to the success of the Faculty of Kinesiology's undergraduate programs. Current and prospective graduate students may apply annually for this competition. The application is available at <https://kinesiology.ucalgary.ca/current-students/graduates/teaching-assistant-ta>. It opens around March 1 and is due April 1 of each year.

7.5 Other Internal Scholarships

Please review the Faculty of Graduate Studies Scholarship website for a searchable awards database and various scholarship resources. <http://grad.ucalgary.ca/awards>. If there is no application available for a specific award, it is likely facilitated through a nomination process by the Office of the Associate Dean (Graduate).

Dr. Benno Nigg Distinguished Faculty Achievement Graduate Scholarship

Benno M. Nigg, University Professor and Professor in the Faculty of Kinesiology, received the Distinguished Faculty Achievement Award in 2003 in recognition of his outstanding contribution to research, teaching and service to the University, to students and to biomechanics. Open to students who are, at the time of application, enrolled full time in a thesis-based Doctoral Program. Students may be in any graduate program, but must be studying under the supervision of a faculty member from the Faculty of Kinesiology, within the Human Performance Laboratory, at the University of Calgary. The Office of the Associate Dean (Graduate) will contact students with application details.

Faculty of Graduate Studies' Achievement Awards <https://grad.ucalgary.ca/awards/search-awards>

The Faculty of Graduate Studies Achievement Awards were created to recognize outstanding achievement, leadership and support of graduate education at the University of Calgary. The Associate Dean (Graduate) is permitted to submit one nomination to the Faculty of Graduate Studies per award which will be adjudicated by the Special Awards Committee of the Faculty of Graduate Studies.

Faculty of Graduate Studies' Graduate Awards Competition (GAC)

<https://grad.ucalgary.ca/awards/search-awards>

Application and supporting documents must be submitted to the Office of the Associate Dean (Graduate), Faculty of Kinesiology by January 15 annually. In this annual competition, the Faculty of Graduate Studies (FGS) offers the following scholarships ranging in value from \$750 to \$60,000:

- Izaak Walton Killam Pre-Doctoral Scholarship
- Open Doctoral Scholarships
- Special Awards

University of Calgary Training Programs

There are various training programs on-campus funded by tri-council or provincial agencies. Normally for a graduate student to be eligible to apply to competitions, your graduate supervisor must be participating investigator for the training program. Please consult with your supervisor to inquire whether there are applicable training programs on campus that you are eligible to apply for. Examples of training programs:

- NSERC CREATE
- Alberta Children's Hospital Research Institute

7.6 External Scholarships

All MSc and PhD students are required to apply for external funding opportunities that they are eligible for, and everyone is encouraged to apply for funding when they are eligible.

7.6.1 Eligibility

The Office of the Associate Dean (Graduate) encourages all students to familiarize themselves with the processes and deadlines for applying for major external awards such as the Tri-Council Agencies (NSERC, CIHR, SSHRC) or provincial (Alberta Innovates-Health Solutions or Alberta Innovates-Technology Futures). It is the student's responsibility to be aware of scholarship deadlines and methods of submission.

7.6.2 Compliance

Recipients of scholarships and awards are responsible for being aware of and adhering to the specific compliance requirements in order to hold the scholarships and awards.

FGS Graduate Award Policies Regulations <https://grad.ucalgary.ca/awards/policies-and-regulations>

- (a) A student who receives external scholarship(s) should notify the Office of the Associate Dean (Graduate) immediately upon official notification of the award to ensure compliance with the University of Calgary and agency regulations is met. This is highly important because a student who does not comply with regulations may be required to decline an award and/or an agency may recover funding from the student.
- (b) A supervisor may fund a student stipend or provide top-up funding from a tri-council or provincial research grant that they are the principal investigator on. In cases where the supervisor funds the student, it is the supervisor's responsibility to comply with tri-council or other funding guidelines.
- (c) Funding will be processed as scholarship (non-taxable) if a student is being paid for the purpose of working on their graduate research project. Funding will be processed as employment income (taxable) if the student is to complete work that is not associated with the student's graduate research project.

7.7 Tri-Council - CIHR, NSERC and SSHRC - Canada Graduate Scholarships (CGS) and Post-Graduate Scholarships (PGS)

Master's Student Scholarships

<https://grad.ucalgary.ca/awards/search-awards>

Application and supporting documentation submitted to FGS online via ResearchNet by **December 1**. The FGS Scholarship Selections Committee reviews all tri-council Master's applications. The University of Calgary is provided with an allocation of awards and nominates students directly.

Doctoral Research Awards

<https://grad.ucalgary.ca/awards/search-awards>

Students need to submit a Preliminary Assessment Form by August 11, 2025 to be considered for these awards this year. Students who are invited to apply for the full competition will be notified by FGS. FGS is allocated a quota of nominations to submit to the agency from the University of Calgary.

7.7.4 Other Tri-Council Scholarships

Canada Graduate Scholarship Michael Smith Foreign Study Supplements (CGS-MSFSS)

<https://grad.ucalgary.ca/awards/search-awards>

The Canada Graduate Scholarship Michael Smith Foreign Study Supplements (CGS-MSFSS) Program supports high-calibre Canadian graduate students pursuing exceptional research experiences at research institutions outside of Canada. This foreign study supplements program is available to Canadian citizens or permanent residents who hold Tri-Council Canada Graduate Scholarship (CGS) at the Master's or Doctoral level. Supplements of up to \$6,000 will be awarded to help offset the costs, including travel and accommodation, of undertaking research studies outside Canada for a defined period. A defined period of study would normally be for three to six months.

7.8 PROVINCIAL - Alberta Innovates Graduate Student Scholarships Program

<https://grad.ucalgary.ca/awards/award-opportunities/alberta-innovates>

These awards are designed to support high calibre International or Canadian students undertaking a full-time graduate program in areas of research important to Alberta. Your research must fall within the descriptions of eligible research areas:

This competition is managed through the Graduate Award Competition ([GAC](#)).

7.9 Post-Program Nominations

The Faculty of Graduate Studies allows each graduate department to nominate one student who has completed program requirements and who is considered to have achieved excellence for the following prestigious awards. Specifically, on the *Examiner's Report on Thesis*, there is an opportunity for examiners to indicate whether the student's thesis is worthy of a national or international award. Based on these evaluations, the Associate Dean (Graduate) may nominate the student for post-program nominations. <https://grad.ucalgary.ca/awards/award-opportunities/medals-and-prizes>

Canadian Association of Graduate Studies (CAGS)/University Microfilms International (UMI) Distinguished Dissertation Award <https://cags.ca/proquest-distinguished-dissertation-award/>

With the collaboration of University Microfilms International, a division of ProQuest Company, the Association offers the CAGS/UMI Distinguished Dissertation Awards. The awards recognize doctoral students whose dissertations make an original contribution to their academic field. Two awards are offered each year: one in engineering, medical sciences and natural sciences; and one in fine arts, humanities and social sciences.

Chancellor's Graduate Medal <https://iac01.ucalgary.ca/FGSA/Public/SpecificAward.aspx?AwardID=3544%20>

Open to all students in all programs leading to a graduate degree who graduate in the fall or spring convocations at the University of Calgary. All candidates must have been nominated by their program for the Governor General's Gold Medal award. Candidates cannot receive both a Chancellor's Medal and a Governor General's Gold Medal.

Governor General's Gold Medal <https://iac01.ucalgary.ca/FGSA/Public/SpecificAward.aspx?AwardID=3649%20>

Candidates who have graduated during the spring or fall convocations of past year. All candidates must have been nominated by their program.

8.0 Graduate Supervision and Supervisory Committees

8.1 Supervisors

The selection of a supervisor should be based initially on a mutual agreement between the graduate student and a Kinesiology Faculty Member. The Associate Dean (Graduate) will then forward a supervisory recommendation to the Dean of the Faculty of Graduate Studies for final approval.

The Faculty of Kinesiology has a Supervisory Policy available at:

<https://kinesiology.ucalgary.ca/sites/default/files/teams/1/KNES%20Supervisory%20Policy%20-%202018-10-01%202021.pdf>.

8.2 Supervisory Committees

The Supervisory Committee's primary focus is to establish and monitor all aspects of the training program of the graduate student and therefore membership should be selected carefully.

(a) Every graduate student must have a Supervisory Committee in place within three months of initial registration (MSc students) or six months of initial registration (PhD students). The Supervisory Committee should be selected in discussion with both the student and supervisor. The student or supervisor should email knesgrad@ucalgary.ca with the suggested Supervisory Committee composition. The Office of the Associate Dean (Graduate) will generate a form for approval and signature by the student, Supervisor(s) and the Associate Dean (Graduate). If a proposed Supervisory Committee member has not served in this capacity previously, their curriculum vitae must be submitted to the Office of the Associate Dean (Graduate) for review. Final approval for Supervisory Committees and Supervisory Committee members is granted by the Dean, Faculty of Graduate Studies.

(b) Composition of a Supervisory Committee for the Kinesiology Graduate Program:

- (i) M.Sc. - Supervisory Committees are required at the Master's level for the Kinesiology Graduate Program and would normally consist of the supervisor whose primary full-time board appointment is to the Faculty of Kinesiology and at least two other members who normally hold an Academic Appointment at the University of Calgary. However, a maximum of one supervisory committee member may be a postdoctoral fellow.

This is the minimum requirement, although the student and/or supervisor may add an additional supervisory committee member if it is of benefit to the student. Where a supervisor and co-supervisor are appointed, there must be two additional committee members. Supervisory committees will not normally exceed four members.

- (ii) Ph.D. - Supervisory Committees are required at the Doctoral level for the Kinesiology Graduate Program and would normally consist of the supervisor whose primary full-time board appointment is to the Faculty of Kinesiology and at least two other members who normally hold an Academic Appointment at the University of Calgary. However, a maximum of one supervisory committee member may be a postdoctoral fellow.

This is the minimum requirement, although the student and/or supervisor may add an additional members if it is of benefit to the student. Where a supervisor and co-supervisor are appointed, there must be two additional members. Supervisory committees will not normally exceed four members.

- (iii) The Chair of the Supervisory Committee shall normally be the supervisor. Any changes to the composition of the Supervisory Committee require the completion of a revised form (see (a) above) and the subsequent approval of the Associate Dean (Graduate). The final composition of all M.Sc. and Ph.D. committees must be approved by the Dean, Faculty of Graduate Studies based on the recommendation of the Associate Dean (Graduate).

8.3 Functions of the Supervisory Committee

The Supervisory Committee:

- (a) Shall approve all aspects of the training program of the graduate student including course requirements.
- (b) Is expected to meet individually with the student during drafting of the research proposal to provide constructive input into the research project.
- (c) Shall meet as a committee to approve the research proposal before it is submitted for final approval by the Associate Dean (Graduate).
- (d) Must meet as a committee a minimum of once per year to assess the progress of the graduate student. It is required that minutes of these meetings be recorded by the supervisor in order to clarify specific expectations for the student. The supervisor will provide copies of the minutes to all members of the Supervisory Committee, to the student, and to the Office of the Associate Dean (Graduate). Students and supervisors will be required to report on whether this requirement was met at each Annual Performance Report in May, so are encouraged to plan ahead to ensure they have held and submitted documentation from this meeting prior to the APR deadline.
- (e) Is required to provide ongoing mentorship to the student as well as to serve as a source of scholarly encouragement. If the student's academic performance is judged to be below an acceptable standard as deemed by the members of the Supervisory Committee, this should be made clear to the student as early in the program as possible, and should be reported by the supervisor on the Annual Performance Report. Students may be required to withdraw from the program for reasons of "unsatisfactory progress".
- (f) Is required to participate in candidacy and/or thesis oral examinations of the student.
<https://grad.ucalgary.ca/current-students/thesis-based-students/exams>

9.0 Change of Program or Status

9.1 Transfers from M.Sc. to Ph.D. Program

Students who are registered for an M.Sc. degree and are demonstrating exceptional performance such that the supervisor and members of the supervisory committee deem the student excellent, may seek to change their registration status to that of a Ph.D. candidate. Transfer from the M.Sc. to the Ph.D. program normally occurs after coursework is completed and within the first year of registration in the M.Sc. program and no later than 24 months.

Supervisors and students should consult with the Associate Dean (Graduate) prior to making the decision to seek program transfer to discuss implications.

This transfer requires the following documentation to be submitted to the Office of the Associate Dean (Graduate):

- (a) A revised or new research proposal should be presented to all members of the Supervisory Committee, to ensure that the Ph.D. project is at an appropriate level in terms of scope and sophistication. At this time, a new form for approval of the research proposal should be completed and signed by all committee members for submission to the Office of the Associate Dean (Graduate);
- (b) Written confirmation from all members of the Supervisory Committee, including the Supervisor, regarding the student's potential for pursuing a more in-depth research program that will lead to a Ph.D. degree. This may be in the form of meeting minutes from a Supervisory Committee Meeting in which the transfer was discussed;
- (c) MSc-PhD Transfer Request Form, signed by the student and the supervisor (see Appendix 5);
- (d) Written confirmation of funding according to the minimum required doctoral level;
- (e) If the Supervisory Committee has changed, a revised Appointment of Supervisory Committee form completed and signed by the student and Supervisor may also be required.

Based upon the recommendations made by all members of the Supervisory Committee as well as the academic record of the student, the Associate Dean (Graduate) will review the transfer request and if approved, submit to the Dean, Faculty of Graduate Studies, for final approval.

9.2 Transfers to Biomedical Engineering or to another Graduate Program

In certain circumstances, it may be possible to transfer to another graduate program. All transfers must be approved by the Dean of the Faculty of Graduate Studies based on recommendation of Supervisor, Supervisory Committee, Associate Dean (Graduate) in Kinesiology and Graduate Director of the proposed new program. Transfers can have implications for funding. Funding may not transfer depending on the source of funding. Contact the Office of the Associate Dean (Graduate) to discuss implications if you are considering a transfer.

10.0 Research Proposal

10.1 Deadline for Submission

Drafting your proposal early in the program contributes to your success and progress in your graduate research training program. A research proposal must normally be prepared by the graduate student and approved by the Supervisory Committee within 12 months of initial registration for M.Sc. students and 24 months for Ph.D. students. The original [Research Proposal Approval form](#) and an electronic copy of the research proposal must be submitted to the Office of the Associate Dean (Graduate) by the deadline.

10.2 Format of Proposal

Research proposals SHOULD NOT exceed the equivalent of 20 typed, double-spaced pages excluding title page, abstract, references, figures and tables. A 12 pt font should be used. The proposal should consist of the following elements:

- (a) Background information from the scientific literature, including critical evaluation of previous work.
- (b) A clear statement of the objectives of the proposed research program including hypotheses to be tested where appropriate.
- (c) A detailed description of the proposed methodology.
- (d) A brief indication of the contributions to scientific knowledge that should result from the proposed research.

NOTE: See Appendix 3 for tips on writing the research proposal.

10.3 Research Proposal Approval Meeting

The following protocol must be followed in order for a graduate student to obtain the required scientific approval for their graduate Research Proposal:

- (a) A meeting must be scheduled with the supervisory committee. The purpose of the meeting is for the student to present their Research Proposal to the supervisory committee.
- (b) The Research Proposal must be distributed to members of the Supervisory Committee for their review at least two (2) weeks prior to the scheduled meeting.
- (c) The student must bring the Research Proposal Approval form (See Appendix 2) to the research proposal approval meeting. It is also permissible to circulate this form for signatures electronically following the meeting.
- (d) The student will give a 15-20 minute presentation of their research to the supervisory committee. Immediately following the presentation, the supervisory committee will question the student on their knowledge of the research area and the research proposal. Supervisory committee members will provide specific feedback and recommendations to the student for incorporation into their graduate research project.
- (e) If the supervisory committee members approve the Proposal in the current format, they may sign the approval form at the meeting. However, supervisory committee members may withhold their approval until the student makes required revisions to the Proposal.

- (f) Once each supervisory committee member has signed the approval form, the student must submit the approval form and the Research Proposal to the Office of the Associate Dean (Graduate) for subsequent approval.

If, during the course of the training program, there are major changes in the direction of the student's research, an addendum should be added to the original research proposal, approved by the members of the Supervisory Committee using the proposal approval form, and a copy of the addendum and the signed form provided to the Office of the Associate Dean (Graduate).

- (g) Minutes of this supervisory committee meeting must be recorded by the supervisor and submitted to the Office of the Associate Dean (Graduate).

NOTE: Your Research Proposal may require the approval of institutional bodies within the University of Calgary, Alberta Health Services, or school boards which deal with ethical issues in research. Please ensure that you discuss this possibility with your supervisor and/or committee and familiarize yourself with the procedures involved. In order to apply for ethical approval, you may require a copy of the final Research Proposal Approval form proving that you have obtained scientific approval on your project.

All graduate students conducting research with human participants will be required to submit a Course on Research Ethics (CORE) tutorial certificate when applying for ethics certification at the University of Calgary; this will be a requirement of both research ethics boards on campus (i.e., the Conjoint Faculties Research Ethics Board (CFREB) and the Conjoint Health Research Ethics Board (CHREB)).

<https://tcps2core.ca/welcome>

<https://research.ucalgary.ca/research-services/ethics-compliance/chreb>

University of Calgary, Research Services, Animal Care

<https://research.ucalgary.ca/conduct-research/ethics-compliance/ucare-and-animal-use-protocols>

11.0 Annual Progress Reports

Annually on May 15, the Faculty of Graduate Studies requires each student to submit an online Annual Progress Report as part of the annual registration process. The online report will be available through each student's Student Centre. Instructions are available at <https://grad.ucalgary.ca/current-students/thesis-based-students/thesis/annual-progress-report>

These reports are brief, but should explain all of your activities in the program for that year in enough detail that it can be understood by a reader other than yourself and your supervisor (e.g., define acronyms that are specific to your field) so that all of your accomplishments and activities contributing to the progress toward your degree are noted on your record. This is a report of your activities for the year, and will be used to evaluate whether your progress has been satisfactory. So include all relevant information and provide enough detail so your accomplishments and activities are clear.

Upon the student completing and electronically submitting their portion of the report, it will be sent automatically to the Graduate Supervisor electronically to complete their portion. Instructions are available at

https://ucalgary.ca/sites/default/files/Registrar%20Training%20PDFs/gs_apr_supervisor_apr19j_0.pdf

Upon the Graduate Supervisor's completion and electronic submission of the report, it will next be sent to the Associate Dean (Graduate) for review and completion.

If the Progress Report is deemed unsatisfactory, the student and/or supervisor may be required to meet with the Associate Dean (Graduate) to discuss the appropriate steps to be taken to ensure that satisfactory progress is resumed.

On these reports, there is a question regarding whether a supervisory committee meeting was held in the previous year, so be sure to schedule at least one meeting in time to complete this requirement each year. The supervisor must also submit a copy of **meeting minutes of each supervisory committee meeting held during that year**. Recording meeting minutes, distributing to the supervisory committee and submitting to the Office of the Associate Dean (Graduate) ensures that the student, supervisor and supervisory committee are aware of and agree to the meeting proceedings.

12.0 Thesis-Based Examinations

Faculty of Graduate Studies, Guidelines –Examinations

<https://grad.ualgary.ca/current-students/thesis-based-students/exams>

12.1 Ph.D. Field of Study Examination (formerly Candidacy Exam)

The Field of Study (FoS) Examination applies only to Doctoral students. The formal approved Doctoral Candidacy **Policy is available at**

<https://kinesiology.ualgary.ca/sites/default/files/teams/1/KNES%20Candidacy%20Requirements%20-%20Final%20Approved%20Version%2008%202020.pdf>.

12.2 Thesis Examination

Under no circumstances are students permitted to make arrangements for an examination. All examination arrangements must be made by a student's supervisor/co-supervisor.

Details regarding thesis examinations can be found at

<https://calendar.ualgary.ca/uofcregs/graduate-regulations/grad-additional-regulations/grad-theses>

Prior to a Master's or Doctoral thesis oral examination being scheduled, the following program requirements must be met:

1. The student must provide a relevant written sample of their research which is comprised of the following:
 - a. Table of Contents from the thesis;
 - b. One thesis chapter or manuscript. In cases where a thesis chapter may consist of a literature review, it must be from the thesis and not the research proposal.
2. The supervisor must schedule a supervisory committee meeting where the student will present their results to the supervisory committee. Alternatively, the supervisor can arrange an electronic review and discussion of the document. The supervisor and supervisory committee members must unanimously:
 - a. agree the student has conducted sufficient work on their research project;
 - b. approve the relevant written sample of research;

c. approve the student to write their thesis and schedule a Thesis Oral Examination. A final copy of supervisory committee meeting minutes (or relevant emails) and the table of contents and chapter used to evaluate this component must be submitted to the Kinesiology Graduate Program Office confirming that the above requirements have been met. Thesis examinations will not be approved by the Associate Dean (Graduate) until these are received.

(a) Master's Thesis Oral Examination.

The thesis examination committee for the M.Sc. degree shall consist of the student's Supervisory Committee and at least one other examiner who is external to the Faculty of Kinesiology (and normally, but are not required to be, University of Calgary faculty members) known as the "Internal" External. The Internal Examiner must meet several qualifications in order to be approved. Supervisors should check on these qualifications in advance to avoid delays in scheduling exams. In cases where there is a Supervisor and Co-Supervisor, their votes count as one vote. There must also be a Neutral Chair, recommended by the Graduate Supervisor and approved by the Associate Dean (Graduate).

Supervisors must submit a request to schedule the exam to the Kinesiology Graduate Program office via a Qualtrics form at **least six weeks** before the scheduled date of the examination. Information required on the form includes date, time and location of oral examination; thesis title; committee composition; and specialization of student's research. Other information such as proposed internal examiner's CV are also required in some cases. A form entitled Notice of Master's Thesis Oral Examination is prepared by the Office of the Associate Dean (Graduate).

(b) Doctoral Thesis Oral Examination.

The thesis examination committee for the Ph.D. degree shall consist of a total of five voting members including the student's Supervisor(s), Supervisory Committee and at least two other examiners: One who is a University of Calgary faculty member who is external to the Faculty of Kinesiology Graduate Program known as the Internal Examiner; and one who is external to the University of Calgary known as the External Examiner. The External and Internal Examiners must meet several qualifications in order to be approved. Supervisors should check on these qualifications in advance to avoid delays in scheduling exams. In cases where there is a Supervisor and Co-Supervisor, their votes count as one vote. There must also be a Neutral Chair, recommended by the Graduate Supervisor and approved by the Associate Dean (Graduate).

Supervisors must submit a request to schedule the exam to the Kinesiology Graduate Program office via a Qualtrics form at **least six weeks** before the scheduled date of the examination. Information required on the form includes date, time and location of oral examination; thesis title; committee composition; specialization of student's research; and proposed external examiner's CV. Other information such as proposed internal examiner's CV are also required in some cases.

A form entitled Notice of Doctoral Thesis Oral Examination is prepared by the Office of the Associate Dean (Graduate).

(c) Manuscript Based Theses Regulations.

Single manuscript-based theses are **not** allowed. Students who have completed one study as part of their thesis must write a traditional style thesis.

Manuscript-based theses must include introduction, literature review, and discussion chapters, that integrate the overarching literature and rationale informing the thesis (i.e., introduction and literature review chapters) and interpretation of the results of the multiple manuscripts when considered in conjunction (i.e., discussion chapter) in addition to the included manuscripts.

13.0 Leave of Absence

The *Leave of Absence Policy* has been created to assist graduate students who are temporarily unable to continue their programs as full-time students. A Leave of Absence may be planned (e.g. parental/maternity leave), or unplanned (e.g. bereavement, medical requirements, family emergency). The student should first discuss the proposed Leave of Absence with their supervisor and members of the Supervisory Committee. The student is also advised to meet with the Associate Dean (Graduate) or Graduate Coordinator to discuss options and implications in their particular case. When it is determined a Leave of Absence should be pursued, the student must complete the form and obtain their supervisor's approval. <https://grad.ucalgary.ca/current-students/registration/leave-absence> Written documentation outlining the reasons for the Leave of Absence should be included. The form is submitted to the Faculty of Graduate Studies for approval by the Dean, Faculty of Graduate Studies. As part of the processes it is also reviewed and approved by the Office of the Associate Dean (Graduate).

When possible, the Application for Leave of Absence should be submitted at least **four weeks** before the anticipated start of the leave. It is strongly recommended to consult with the Associate Dean (Graduate) when navigating this process if possible.

Students returning to graduate study after a Leave of Absence must activate their registration on the Student Centre by the registration term's deadline as indicated in the Academic Schedule. Please also notify the Kinesiology Graduate Program Office at knesgrad@ucalgary.ca upon your return.

14.0 Withdrawal from Graduate Program

It is recommended that a graduate student experiencing difficulties with any aspect of training should attempt to resolve the situation with their Supervisor (and Co-supervisor if applicable) and/or members of their Supervisory Committee. The student and/or supervisor can also meet with the Associate Dean (Graduate) for additional assistance. It is strongly recommended that students consult with both their supervisor and the Associate Dean (Graduate) prior to making a decision to withdraw.

A student who wishes to withdraw from the Kinesiology Graduate Program must complete a Faculty of Graduate Studies' Withdrawal form indicating rationale for withdrawing (<https://grad.ucalgary.ca/current-students/registration/withdrawal>). If applicable, the student may append supporting documentation where further explanation may be required. The form and accompanying documentation must be submitted to the Office of the Associate Dean (Graduate) for subsequent review and approval by the Associate Dean (Graduate), who will forward it to the Dean, Faculty of Graduate Studies, either of whom may request to meet with the student.

Upon occasion, a student will request a withdrawal from program for a predetermined and reasonable period of time with the objective of reapplying at a later date to defend their graduate thesis. In these

cases, the student and the supervisor must still complete a Voluntary Withdrawal form (<https://grad.ucalgary.ca/current-students/registration/withdrawal>).

A student who has withdrawn from program not more than five years previously and wishes to apply for readmission can do so within required admission deadlines.

The student must submit an updated application form, a \$180 application fee, a letter requesting readmission and one letter of reference from the student's graduate supervisor. If the student has been registered at another postsecondary institution since they withdrew from program, official transcripts must be submitted in support of the reapplication.

The student's University of Calgary transcript will permanently reflect the Voluntary Withdrawal from Graduate Program and the date that the withdrawal occurred.

15.0 General Information

Alberta Health and Wellness Coverage <https://www.alberta.ca/ahcip.aspx>

Campus Map <http://www.ucalgary.ca/map/>

Faculty of Graduate Studies (FGS) <https://grad.ucalgary.ca/>

The mission of the Faculty of Graduate Studies is to foster excellence, creativity, and innovation in graduate education and research at the University of Calgary. The Faculty provides leadership and support for excellence in graduate education and research across the University. An important responsibility is to ensure that graduate degrees granted by the University of Calgary meet high national and international standards. The Faculty works to ensure that the best students are recruited and admitted to the University of Calgary by, for example, setting admission and program standards and through the administration financial awards for graduate study. It also promotes uniform standards of excellence across programs through establishing degree requirements, granting supervisory privileges and approving examiners.

Faculty of Graduate Studies Workshops and Orientations, including Graduate Orientation

<https://grad.ucalgary.ca/current-students/newly-admitted/graduate-orientation>

My GradSkills, including workshops, internships, and ambassadors

<https://grad.ucalgary.ca/professional-development>

Graduate Student Association (GSA) <http://www.ucalgary.ca/GSA/>

The University of Calgary Graduate Students' Association represents the collective interests, but not individual opinions, of graduate students to governing bodies of the university, all levels of government and the surrounding community of Calgary. The University of Calgary GSA is a member of the Alberta Graduate Council. <http://www.albertagrads.ca/>.

GSA Health and Dental Benefits <https://gsa.ucalgary.ca/>

The Graduate Student Association (GSA) facilitates the health and dental coverage for full-time graduate students. If you are covered by another health and dental plan, you may be eligible to *Opt-Out* of the GSA coverage. The deadline to Opt-Out is the same as University registration deadlines.

Kinesiology Graduate Students Association (KGSA)

The mandate of the KGSA is to enhance the social and academic experiences for Kinesiology graduate students. The KGSA hosts various activities in order to achieve this goal which includes partnering with the Kinesiology Graduate Program to host various academic functions (Orientation Day activities, Lunch

& Learn sessions, Graduate Awards Recognition Ceremony, etc). The KGSA promotes collegiality and cooperation through facilitating social events. These events are facilitated through the efforts and hard work of the KGSA executive members. In addition, the KGSA represents its fellow graduate students on the Kinesiology Graduate Education Committee (GEC) and University-wide on the GSA's Graduate Representative Council. If you wish to be involved in the KGSA please contact kgsa@ucalgary.ca

Student Success Centre <http://www.ucalgary.ca/ssc/>

The Student Success Centre offers a variety of services to help graduate students designed to assist students with creating a meaningful career and life following graduation and address the various stages of the career development process. Writing workshops for graduate students are also offered and include the following: Writing at the Graduate level, Dissertation/Thesis Support Group and Professional Writing Series for Grad Students.

Taylor Institute for Teaching and Learning <https://taylorinstitute.ucalgary.ca/>

The Taylor Institute offers various programs to prepare graduate students, postdoctoral fellows and Faculty Members for teaching. Of particular interest to graduate students, they offer a variety of training and resources for Graduate Assistants (Teaching).

Student Wellness Services <http://ucalgary.ca/wellnesscentre/>

is located in MacEwan Student Centre and primarily focuses on providing quality health care and education to students in a reassuring friendly manner. The clinic is staffed by registered nurses, psychiatrists, family physicians, chiropractors, a nutritionist and massage therapists.

Center for Career and Personal Development

Career Services, career advisors, workshops, career fairs

<https://ucalgary.ca/career-personal-development>

16.0 Forms and Checklists

See this page for the current forms you will need and information and tips for navigating your thesis

<https://kinesiology.ucalgary.ca/current-students/graduates/thesis-forms-and-deadlines>

APPENDIX: TIPS FOR WRITING YOUR GRADUATE RESEARCH PROPOSAL

This proposal should consist of:

- (a) Background information from scientific literature, including critical evaluation of previous work.
- (b) A clear statement of the objectives of the proposed research program.
- (c) A description of the methodology to be used in the implementation of the proposal.
- (d) An indication of the contributions to scientific knowledge that should result from the research.

Proposals should not exceed 20 typed, double-spaced pages excluding title page, abstract, references, and figures. It is recommended that students refer to the Information below for helpful suggestions.

The proposal should be presented to the Supervisory Committee for their approval, who will sign off on the *Research Proposal Approval* form. The approved form and proposal should then be submitted to the Office of the Associate Dean (Graduate), who will review for subsequent approval and retain on the student's file. If there are major changes in the direction of a student's research, an addendum will be added to the original proposal and approved by the Supervisory Committee and the student.

Writing a Research Proposal in the Kinesiology Graduate Program

The list of hints and suggestions presented below is intended to aid you in writing your proposal. However, be sure to ask your committee what they expect for a research proposal. Every committee will have a slightly different idea of what a student research proposal should include, and what format it should be presented in. Your committee is there to help you in your graduate training, and you should feel free to contact them for advice.

1) Research Question

Set up the research question you will be answering at the beginning of the proposal. State it clearly and succinctly so the reader will not have to guess at what you will be doing.

In addition to posing the general question(s) of what your research will answer, be sure to include specific questions that you are going to tackle. But remember, your goal is to complete a degree in a timely way, so being focused is important.

2) Significance of Research

Be sure to address the question, "why is this research important?" It is important that your research will add novel findings to your field of interest; therefore, outline what these findings might be.

In addition to mentioning the relevance of your research in the body of your proposal, it is usually helpful to reiterate the significance of your work at the end.

3) Background

In writing the background information section, it is not necessary to provide a complete history of your topic. Only information that is relevant to the question you will be answering is necessary in the background. Do not make your committee members hunt for what is relevant and what is not. Be clear and concise, spell out our arguments in a logical way, and demonstrate that you are well versed on your topic and cover important factors relevant to the rationale for your study.

4) Citing Literature

When you obtain information from any published source it is appropriate and required to give credit to the author. Any standard citation format is appropriate for this purpose. For example, you could choose a citation format from a journal in your field of study. Consult with your supervisor for advice on which format is used in your field.

5) Research Design and Methodology

Spend time thinking about what studies you will be doing, and why you will be doing them the way you are proposing. Designing studies well and efficiently is likely one of the most cost effective uses of time in research.

a) Suitability

Think about why the design or model you are using is appropriate for the research you are proposing.

b) Methodology

Choose methods that allow you to address the research questions you posed and are feasible in your research environment.

In writing this section be sure to provide sufficient detail so your committee members know what sort of hands on things you will be undertaking, but not so much that the reader will lose the focus of your proposal. Common methods do not have to be explained in great detail, though justification for novel decisions should be explained. New or unusual methods should be explained in enough detail that the reader will understand what you will obtain by using this method.

c) Advantages/Disadvantages

It is important to explain why you are approaching the problem using the methods you have decided upon. Point out the advantages and disadvantages of your approach; be sure to mention ways of dealing with these problems.

Know the principles behind the methods you are choosing. Your committee will probably expect you to know this information.

d) Collaborations

If your work involves collaboration with other researchers (either within or outside of your lab), be sure to outline exactly what everybody involved in the collaboration will do. This has the added bonus of avoiding future arguments over who was supposed to do what!

e) Previous Results

Include a section containing previous results if applicable. Your committee will appreciate a chance to look over the work you have accomplished to date. After presenting your previous results, discuss them with respect to how they should be integrated into your proposal.

f) Timetable

Set up a timetable for accomplishing your intended research. This should be presented to your supervisor/committee in some form, though is not necessarily required to be included in the written portion of the proposal. Be realistic about what you can accomplish.

g) Contingency Clause

Have a contingency clause (Plan B, C, D...). Life does not like to cooperate all the time, especially when studying it! Present alternative methods for addressing the question(s) you want to answer. Even the best planned projects can fail to work.